

MISSOURI SERVICE-LEARNING
GRANT GUIDELINES
APPLICATION INSTRUCTIONS
FORMS, WORKSHEETS, and REPORTS
(Revised 7-10-03)

2003-2004



Issued by the

**MISSOURI DEPARTMENT OF
ELEMENTARY AND SECONDARY EDUCATION**

**Missouri Service-Learning Program, Community Education Unit
Division of Vocational and Adult Education**

Karen L. Distler, Supervisor

P.O. Box 480 Jefferson City, Missouri 65102-0480

Phone: (573) 526-5395 Fax: (573) 526 4261

kwhite3@mail.dese.state.mo.us



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General Information

History of Service-Learning

The National and Community Service Trust Act of 1993 created a new federal agency known as the Corporation for National (and Community) Service. The Corporation's purpose is to provide funds, training, and assistance to states in order to develop and expand service opportunities for young people. A portion of this national legislation created the Learn and Serve America Program for state departments of education to fund local schools that wish to implement Service-Learning. The Missouri Department of Elementary and Secondary Education (DESE) has received federal dollars from the Corporation for National and Community Service in order to administer the Missouri Service-Learning Grants Program. Approximately \$270,000 will be awarded to Missouri's public schools during the 2003-2004 school year for local service-learning programs.

Eligibility

NOTE: Only districts from the 02-03 grant cycle may apply in 03-04. No new applications will be accepted. Applications will only be accepted from Missouri public school districts and charter schools. The superintendent must sign the application indicating district support in creating a successful Service-Learning Program.

Grant Period

The grant period shall be from the date of award - June 30, 2004. Schools' receipt of monies shall depend on the state's receipt of federal funds. Refer to the time line in this manual for specific dates related to obligation of monies.

Award Priorities

Priority will be given to districts that:

- Have demonstrated appropriate usage of grant funds for implementing successful Service-Learning projects and meeting performance measures as stated in the grant application.
- Have demonstrated a timely return of all necessary grant documents.
- Have demonstrated a commitment to Service-Learning by attending coordinators' meetings, presenting at conferences and workshops, or participating in local Service-Learning activities.
- Demonstrate that a sustainability plan is in place.
- Demonstrate that Service-Learning is connected to the district's mission and philosophy.
- Have identified partnerships within the school district and community such as partnerships with school reform initiatives and programs.
- Demonstrate increased numbers of students and teachers participating in Service-Learning activities in relation to the number of years of funding.

Types of Grants

Continuation Grants

*For districts that have any number of buildings in the grant where **all** buildings are not in year 1 (New Grant) and **all** buildings are **not** in years 4 or more (Sustainability Grant)*

- Districts may apply for a second or third year of funding for individual buildings with these monies.
- This grant requires a 100% match of funds requested.

Sustainability Grants

For districts where all buildings listed are in year four or more.

- This is a modified grant application for buildings that have completed the third year of the grant cycle and are now in year 4 or more. The intention of the grant is to continue funding for successful projects. Funding is limited by number of applicants.
- This grant requires a 100% match.

Additional District Coordinator Monies

\$5,000 per district

- In order to be eligible, the district must employ a person who is not a full time classroom teacher or administrator. In addition to completing the grant paperwork, this coordinator is responsible for implementing Service-Learning as a practiced teaching pedagogy throughout the district. This option allows for an additional grant request of \$5,000 to be used for coordinator and support staff salary and benefits. Supplemental salary must be provided by the school district.
- District Coordinators will be required of all new applicants.

Formula for Funding

District grants are funded based on the number of buildings listed in the formula and the number of years each building is listed.

New grant applicants may list a maximum of three buildings that have first year status.

Continuation grant applicants may list any building that has previously been named on the grant. If more than three buildings are listed in years 2 or 3, no new buildings may be added until these sites move to years 4 or 5.

Buildings will be funded for five years. 01-02 grantees will be given two years to phase out any buildings that have been in grant more than five years. Those sites will be given an S1 status in 03-04 and an S2 status in 04-05.

When a district has phased out all of its buildings, it will be considered sustainable.

The following formula is used to determine the amount of funding:

Year 1 building \$3,000

Year 2 building \$2,500

Year 3 building \$2,500

Year 4 building \$1,500

Year 5 building \$1,000

Funding will be distributed at the district's discretion. The total listed above will not necessarily be provided to each building. However, each building listed in the formula will be expected to complete at least one Service-Learning project over the course of the school year. In most cases, teachers in those buildings listed on the grant will apply to the district coordinator for mini grants in the amount needed for any given project.

Description of a Site Coordinator

Roles and Responsibilities:

1. Coordinate and facilitate conversations about Service-Learning
2. Bring back information from coordinators' meetings and disseminate it to all staff
3. Encourage and foster professional development related to Service-Learning
4. Act as a liaison for communication with central office, school staff, community, and the state
5. Empower teachers who are recognized as instructional leaders
6. Complete all grant paperwork including reimbursement forms, records of match, mid-year reports and year-end reports
7. Maintain budget, financial records, and other necessary documentation.
8. Attend required meetings and activities
9. Collect data regarding student achievement and teaching practices
10. Report to the board on Service-Learning activities at least once a year
11. Serve as a Service-Learning resource for the building or district
12. Provide technical assistance to educators implementing Service-Learning in their classroom
13. Set agendas for the local Service-Learning Advisory Council meetings
14. Work with the local Service-Learning Advisory Council to create plans for implementing and sustaining Service-Learning
15. Works with community agencies to partner in Service-Learning projects
16. Works with a private or parochial school to provide assistance in Service-Learning and partner in projects

The Ideal Candidate:

1. Understands and is committed to Service-Learning
2. Is well respected by their colleagues as a leader
3. Possesses excellent written and oral communication skills
4. Possesses money management skills
5. Is willing to devote additional time outside the contracted hours

Role of the Local Service-Learning Advisory Council

Each district is required to establish local Service-Learning Advisory Council made of students, parents, staff, administrators, board members, and community members.

The group will meet no less than two times each school year.

Roles and Responsibilities

1. Plan professional development opportunities for community and staff on Service-Learning
2. Develop a plan for assessing the affect of Service-Learning on student achievement
3. Develop a plan for implementing Service-Learning in the building or district
4. Develop a plan for making Service-Learning part of the regular curriculum
5. Develop a plan for sustaining Service-Learning should grant monies no longer be available
6. Develop a plan for reaching additional community members that might partner in projects or provide opportunities for service

Role of the Community Based Partner (CBO)

Each district subgrantee is required to partner with a CBO. The CBO must be a non-for profit organization (state agencies and institutions of higher education are acceptable).

Qualities of a CBO

1. Demonstrates expertise in the provision of services that meet human, environmental, education, or public safety needs
2. Has been in existence at least one year prior to the date of the application
3. Is looked upon as a role model in the community

Roles and Responsibilities

1. Assist youth in identifying local community needs
2. Makes projects available for students participating in Service-Learning
3. Assist youth in the completing of Service-Learning projects
4. Serves on the local Service-Learning Advisory Council in making plans for implementing and sustaining Service-Learning
5. Publicizes Service-Learning to encourage other community member to get involved.

CBO's should be recognized for their assistance through the Partners Recognition Program. More information can be found on the DESE web site at www.dese.state.mo.us; Programs and Services-A to Z; S for Service-Learning.

Financial Guidelines

Financial Reporting

Subgrantees will receive funds based on a tri-yearly reimbursement system. By the 15th of November, February, and May the coordinator will submit monthly reimbursement forms to DESE reporting the expenses incurred and match generated during the period.

If no expenses occurred, both the grant monies and match monthly reimbursement forms should still be submitted.

At the end of the grant period, a Final Expense Report will be submitted to verify match and expenditures.

Accounting Standards

The subgrantee must maintain an accounting system which meets all current generally acceptable accounting practices. This system must account for both expenses incurred and match reported to DESE.

The subgrantee shall have a general ledger type system not just a cash disbursement journal.

The subgrantee shall utilize a check log or other similar instrument to record incoming checks. The check log shall be used during the bank reconciliation to verify cash receipts for accuracy and timeliness.

The first person to touch an incoming check must restrictively endorse it, "For Deposit Only".

The subgrantee shall check the amount received against the Cash Requested from DESE and contact DESE if any differences arise.

Allocation of Costs Guidelines

Subgrantees must be able to justify their allocations on the monthly match and grant monies forms.

Salaries should be divided to represent a monthly allotment.

Separation of Duties and Internal Control Standards

All subgrantees shall meet at least the following:

Cash Receipts- At least two persons must be involved in the cash receipt process

Cash Disbursement-

- (1) Timesheets must be signed by the employee and a supervisor.
- (2) At least two persons must be involved in all cash disbursement processes.
- (3) Payroll must be checked for accuracy by someone of higher authority than the preparer.
- (4) Subgrantee payments must be approved by staff of sufficient authority.
- (5) All disbursements shall be by check except for a petty cash fund.

Allocations

Allocations for salary must be approved by someone of higher authority than the preparer.

Reconciliation

The person preparing the bank reconciliation cannot do the reconciliation alone if he/she is involved in any of the cash receipts or cash disbursement processes.

Record Retention Guidelines

The subgrantees shall ensure that procedures are developed for retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation, for a period of three years from the date of obligation of funds. Records for non-expendable property shall be retained for a period of three years after final disposition of the property.

Timesheets should be used to record match generated by coordinators, support staff or teachers involved in Service-Learning. Pay stubs, attendance sheets, or other documentation should be kept to verify salary expenditures.

The aforementioned records will be retained beyond the three years if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved.

Program Income

Program Income is defined as gross income earned from supported activities, including but not limited to income from service fees, sales of commodities, usage or rental fees, royalties on patents or copyrights, and income from interest bearing accounts except interest earned by units of state and/or local government.

The subgrantees may retain all Program Income identified, other than interest income, to be expended on allowable programs or projects within the regulations or any amendments thereto. Program Income earned shall be identified and controlled within the accounting system by Program Year. Expenditures of Program Income shall be identified and controlled within the subgrantee accounting system by Program Year earned. All retained Program Income is recommended to be expended within the Program Year earned, or it must be expended no later than one year after the end of the Program Year it was earned.

Equipment

Purchases of items of or greater than \$1000.00 must have written approval from DESE. Such items include computers, printers, software, VCR's, recorders, and cameras. It must be shown that these items are necessary for the implementation of a successful Service-Learning program and that these items are not easily accessible via another source at the site. A maximum of \$1,500.00 may be spent on such items (exceptions may be given at the discretion of the DESE supervisor).

All subgrantees shall maintain an inventory system for equipment purchased through grant monies. All equipment shall possess a tag indicating that said equipment was purchased through the Missouri Service-Learning grant.

Use of Funds

All applicants may use federal funds only to supplement (not supplant) other state and local sources of monies for the operation of their proposed program.

Grant monies may be used for salaries, benefits, training, technical assistance, transportation, reimbursement for travel, project expenses, and promotional items. (See Budget Line Item Explanation.)

Grant monies may be used to reimburse out of state travel for Service-Learning presentations at conferences in a maximum amount of \$500.00. Prior approval of the presentation by the state supervisor is required.

Grant monies may not be used to pay for conferences that are not sponsored by the Missouri Service-Learning program or national service-learning programs without approval of the state supervisor.

All usage of funds must comply with district, state, and federal guidelines. (See assurances and certifications).

A district will not be allowed to carry over any approved funds not expended during the grant period.

Grant monies may not be directly donated to a person or charity; however, monies made available through fundraising as a Service-Learning project may be used to purchase items that meet a community need or donated directly in order to meet the need.

Monies used for Service-Learning projects must be tied to classroom curriculum and must fill a community need. Although projects which benefit the school (outdoor garden/classroom) are beneficial to the school community, we expect districts to have a minimum of 1/3 of projects which benefit the community at large.

Match

Match is defined as:

1. Real monies made via **cash** contribution.
2. An amount assigned to **donated time or materials** directly related to the service-learning program or project that are not purchased with grant monies.

All matching contributions will be accounted for separately, itemized, reported by the subgrantee, and the documentation retained for audit purposes. The value of in-kind costs should be reasonable and should not exceed the area market value of the property or service at the time of the donation. Rental or use of space, equipment, or personnel salaries can be prorated only for that portion of time that is directly attributable to Service-Learning.

In order to increase sustainability, an effort should be made to secure cash matching from state, local, public or private sources.

Match may be generated in any amount from any category. The total match generated at the end of the grant period must equal 100% of the grant award. In order to ensure that districts are willing to invest in this program, the district shall generate at least 10% of the match in “district monies” which will be considered monies paid to or for the Service-Learning program by the district. District monies could be salaries, project monies, monies for buses, subs, etc. The other 90% of the match can be generated in teacher or volunteer hours, supplies donated by outside sources, etc. A district can generate more, but not less than the total amount awarded in grant monies based on this percentage.

Examples of match include:

- **Rental or use of public or privately owned space**
Students use a room in a banquet hall for a senior adults dance. The hall does not charge a fee. The cost of the room is recorded as match.
- **Rental or use of public or privately owned equipment**
The district pays a cost for the copier. A coordinator makes copies of a monthly match document to be used by teachers to record their hours spent on Service-Learning. The actual paper and copier usage is not purchased through grant monies, so it can be recorded as match.
- **Salaries and fringe benefits of professional, clerical, or service personnel.**
Teachers' time during and outside the contracted day spent on Service-Learning may be recorded as match. Multiply the teacher's salary by the hours. The amount is match. A secretary may assist a coordinator in preparing documents. Because the secretary does not receive grant monies for this duty and it is outside her contracted duties, her time multiplied by her salary may be recorded as match. Coordinators, support staff, or teachers that receive a stipend must determine the number of working hours covered by the stipend. Additional hours may be reported as match.
- **Supplies**
Tools used for projects or training not purchased with grant money.
- **Donated adult volunteer time**
A speaker presents to a class on a topic relating to the service-learning curriculum. The speaker's salary multiplied by the hours donated may be recorded as match. If adults (18 or older) volunteer to assist in Service-Learning projects, **the approved rate is \$16.54 per hour.**

Unallowable Match

The following categories of costs are **unallowable** for use in meeting the matching requirements for Learn and Serve America programs:

- Funds, property, or equipment derived from other federal sources (unless specifically authorized by the federal department).
- Funds, property, services, or fraction thereof, used to match grants awarded by other federal agencies (unless duplication is specifically authorized by the federal department.)
- Indirect costs not readily assignable to the program's cost objectives.
- Costs incurred outside the contract period (unless authorized by DESE)
- Funds which are not verifiable from the recipient's records.

Dates and Deadlines

The grant period shall be from date of award – June 30 2004.

Implementation of project activities and use of funds may begin after a tentatively approved project has gone through the final negotiations process.

Nov 15 Spending Verification and Match Forms due

Jan 15 Spending Verification and Match Forms due

March 30 Orders for materials, supplies, and promotional items should be placed

April 15 All amendments in budget line items must be made.

 All expenditures must be approved by local school boards

May 15 All travel funded by the grant must be completed.

 All services purchased with grant monies must be completed

 All conferences or workshops in which the registration is paid with grant monies must have taken place.

May 15 Final spending verification and Match Forms due.

June 1 Final grant payments are made to the district.

June 15 The final report narrative is due.

****In order to stay within the state fiscal year guidelines, all final expense reports received after May 15 will not be accepted or paid.**

Forms

Grant Amendments

Needed changes in the approved objectives, activities or budget may be requested. Any changes in the grant must be consistent with the original intent of the project as readers reviewed it. Amendments, when approved by DESE, become part of the officially approved project. Transfer of monies from one budget line to another does not require DESE approval when they are less than 10%. However, it is recommended that the coordinator inform DESE of all changes in budget line items in order to more easily rectify any discrepancies that might occur on monthly reimbursement forms or the FER.

Grant Spending Verification and Match Form/FER

On November 15, February 15, and May 15, the district coordinator shall submit to DESE the amount of grant money spent and the amount of match generated for that period. In the event that no monies are spent and no match generated, the forms should be submitted indicating such.

Mid-Year Requests for Information and Year-End Reports

The subgrantee is required to complete any mid-year requests for information and year-end narrative reports when requested by the state supervisor or Corporation for National and Community Service. These reports provide data and show progress made toward grant performance measures. DESE reserves the right to hold payment from a district if requests are not met.

Additional Guidelines

Project Dissemination

Subgrantees shall honor requests for information on Service-Learning from other educators in the state. The projects may recover the costs of reproducing materials and mailing from the educators who requests them.

Data Collection

All teachers utilizing Missouri Service-Learning monies are required to collect data relating to academic achievement. This includes the acquisition of particular skills, both social and academic, behavior and attitude ratings, and attendance records. Teachers may do this through MAP scores, classroom formal evaluations, interviews, reflection activities, class discussions, etc.

MISSOURI SERVICE-LEARNING GRANT APPLICATION INSTRUCTIONS

2003-2004

(Compiled 7-1-03)



General Instructions Page

Only grant sites that received the Service-Learning Grant in 2001-2002 may apply during the 2003-2004 cycle.

The Missouri Service-Learning Grant must be postmarked by Monday, September 15, 2003.

You may mail the application to:
Missouri Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102
Attention: Karen Distler 5th Floor

For deliveries where the PO Box cannot be used, the mailing address is:
Department of Elementary and Secondary Education
205 Jefferson Street
Jefferson City, MO 65101
Attention Karen Distler, 5th Floor

The application may be hand delivered to the above address.

An original and two copies of the grant application with appropriate signatures must be submitted.

All pages must be submitted on the **original forms** contained within or downloaded from the web site with the form numbers included. Any scanned forms must maintain the original format shown in this booklet. **All information submitted must be typed.**

In the narrative portion, answer questions completely. Answering questions with a bulleted format is acceptable where applicable. Keep answers to **no more than 1/2 page per question**. Create the narrative answers on your own paper, and insert them in the application according to the order below. **Type each narrative question in bold before completing your answer to it.** The narrative must be typed, 12-point font, single-spaced.

Submit pages in the following order: 1) Signed cover page with logos, 2) Application General Questions Page, 3) Project Specialties Page 4) Performance Measures 5) Narrative Responses, 6) Project Reports as part of Narrative Response, 7) Proposed Budget, 8) Salary Form (if needed),

Do not bind the application. Staple the application in the upper left corner.

Do not submit a separate cover sheet. The top page of the application should be the application cover sheet enclosed containing the state logo.

Direction for Completing the Application Page

Grant Type:

Check the grant for which you are applying.

- **Continuation Grant-** for districts receiving monies after the first year and before all buildings listed are in their 4th or 5th year
- **Sustainability Grant-** for districts where **all** buildings listed are in their 4th, 5th or subsequent years

Formula for Funding Request

In the blank, fill in the number of buildings per the year of the grant cycle indicated. Multiply that number by the amount of funds allocated per building year. Enter the total in the right hand column.

For example: 3 x \$2,500 per building in year 2/3 =\$7,500.

Add your subtotals for the Total Request.

Note: **New grant** applicants may list a maximum of three buildings that have first year status.

Continuation grant applicants may list any building that has previously been named on the grant. **If more than three buildings are listed in years 2 or 3, no new buildings may be added until these sites move to years 4 or 5.** There is no maximum on the number of sites that may be listed in years 4 or more.

District Coordinator Monies- for districts wishing to employ a SL coordinator who is at least 1/3 time Service-Learning for the purpose of implementing SL district wide. (See guidelines for salaried coordinator requirements.)

District Information

List the district information as requested. Use area codes for all phone and fax numbers.

Building Information

List the name of each building that was used in the Formula for Funding Request. Each building named is required to complete at least one SL project over the course of the school year.

In the attached box, list the number of years each building has been listed in the formula for funding request (or received direct funding). Buildings that are listed in the formula for the 6th or more year in this 2003-2004 application should list “S1” in this box. All “S1” buildings will be listed as “S2” buildings in 2004-2005. In 2005-2006, these buildings will be phased out of the funding formula.

Coordinator Information

List information on the coordinator who will complete and submit grant paperwork, receive all communication concerning the grant, and represent the district at coordinator meetings. A grant coordinator is required. The coordinator, if salaried, should not be a full time teacher or administrator. The coordinator may receive a **stipend or salary** at the district’s discretion. All grant coordinators are required to have a current and functional e-mail account either at home or work to receive frequent correspondence. All coordinators are required to log their working hours for auditing purposes.

Superintendent’s Signature and Date

No application will be accepted without the signature of the district superintendent.

Writing a Performance Measure

All Applicants should submit a minimum of four goals- one for each area listed below.

Continuation grants may use the same goals from the previous year if they fit the given categories. In this case, any results from the past year should be listed.

For the 2003-2004 application, one goal must address the integration of Service-Learning into civics or history content, or an increased emphasis on citizenship as tied to Service-Learning projects. A second goal statement must address Service-Learning partnerships with private or parochial schools. The other two goals should address the area of strengthening students and strengthening communities.

Explanation of Parts of a Performance Measure:

Goal Area:

- **History/Civics-** How will you use Service-Learning to assist in meeting MAP standards on citizenship (Process goal 4, indicator 2-3 and history/civics (Social Studies, indicator 1) as follows: Students will understand and apply the rights and responsibilities of citizenship in Missouri and the United States. Students will analyze the responsibilities and duties of individuals to society. Students will understand the principles expressed in the documents shaping constitutional democracy in the United States.
- **Private Partnerships –**How will you work with private and parochial schools to assist in growing Service-Learning in your community? Consider shared projects, teacher workshops, etc.
- **Strengthening Students-**How will you use Service-Learning to improve to help students' academic achievement in a particular content, or overall, including skill, scores, discipline, attendance, character, etc.?
- **Strengthening Community –** How will you use Service-Learning to improve your school community or broader community by addressing real needs?

Need Statement. Tell what need this grant or its projects will address.

Intervention/Activities: What you will do to implement the goal.

Resources/Supplies: Items you need (dollars, time, days, or materials) to carry out the activities.

Accountability: Who is responsible for carrying out the activity?

Targets: How you will know you have accomplished a goal? What percentage of persons or amount of something will show a result that you hope for?

Evaluation/Data Collection: What you will use to collect data on activities?

Intermediate Outcomes: What will be the result of implementing your activities on a short-term basis?

Long-term Outcomes: What will be the long-term results of implementing your activities?

Results: A description of the actual numbers and short-term outcome that you achieved by implementing activities as collected with data. Also, what gains you have made toward long-term outcomes

Required and Optional Budget Components

Required

All New Grantees	New Members Training (at state conference)
All New Grantees	On-site Staff Professional Development
All Grant Coordinators	State Conference
All Grantees	Service-Learning Projects (Expect where projects are funded through fundraising or other sources.)
All New and Continuation Grantees	Coordinator Meetings Including Leader School Site Visits
All Continuation and Sustainable Grantees	Work with Private and Parochial Sites
Mentor Sites	Visit to Mentee School

Optional

All Grantees	Missouri Service Day
All Grantees	Attending a Regional Service Learning Activity
All Grantees	National Conference
All Grantees	Coordinator, Support Staff, Teacher Stipend/Salary
All Grantees	Promotional Costs
All Grantees	Youth Leadership Training

Budget Line Item Explanation

Substitute Salaries and Benefits

Monies used to pay substitute teachers when a teacher or coordinator attends a service-learning event (coordinator's training, conference, professional development workshop).

Monies used to pay a substitute teacher when only part of a class is working on a service-learning project during school hours.

Benefits based on the amount of salaries allocated. Percentage determined by district.

Coordinator or Support Staff Salaries and Benefits – Districts Requesting Coordinator Monies Only

Monies used to pay a district coordinator or other employee approved through the Department of Elementary and Secondary Education who works with the Service-Learning Program.

Coordinator Stipend

Monies used for a grant coordinator for hours spent on Service-Learning. The district must determine working hours and amount of stipend. Stipend hours may not be duplicated as district match.

Support Staff or Teacher Stipend

Monies used for support staff or teachers working on Service-Learning outside of regular contracted duties. The district must determine working hours and amount of stipend. Stipend hours may not be duplicated as match.

Training

Refers to training of or by students and of or by coordinators, teachers, administrators, etc.

Registration fee for a Service-Learning conference or workshop

Monies paid to a presenter for conducting a professional development workshop on Service-Learning.

Monies for conference registration, room rental, equipment, or exhibit space when presenting on Service-Learning.

Note: Use of grant monies to attend training not sponsored by the Missouri Department of Education, Office of Service-Learning must be approved by the Supervisor of Service-Learning before attendance by a grantee

Travel

When travel is not directly related to a project.

Travel to a Service-Learning workshop or conference:

Lodging costs - Receipts for hotel and motels must show a zero balance for auditing purposes.

Food costs - When travel requires meals, which are not provided at the workshop/conference and during travel to/from the destination. Room service and alcohol are not reimbursable.

Transportation to Conferences/Workshops - Expenses for airfare, rental car, parking, cabs, tips, shuttles, tolls

Note: when travel includes the travel of coordinators and students for a workshop or conference (Missouri Service Day, Local Celebration, National Conference, Exhibit) it should be reported here.

Promotional Costs

Monies used to purchase items, which promote Service-Learning in a district or building but are not tied to a particular curriculum Service-Learning Project (posters, t-shirts, handouts used in giving a Service-Learning presentation, etc.).

Expenses for coordinators, students, or teachers that are not tied to a particular curriculum Service-Learning Project, but relate to the effective functioning of the program (long distance calls, faxing costs, mailing costs, equipment usage. (If grant monies pay for these items, they may not be duplicated as match.)

Note: Any clothing used to promote Service-Learning must contain the national “L” logo which can be obtained through the Service-Learning Supervisor at the Department of Education. The State Service-Learning Supervisor must approve all designs.

Project Expenses

Any expenses that tie directly to a particular Service-Learning Project. These may be materials, travel, purchased services, etc.

Items used directly by classroom teachers, students, or coordinators for implementing Service-Learning projects (paper, markers, tools, stamps, printing, etc.)

Monies used to purchase items related to the reflection or celebration of a Service-Learning project.

Monies paid for the expertise, direct assistance, or outside consultation of a person who is directly involved in a Service-Learning project. (A speaker from the Department of Forestry speaks to the students about planting trees and forest fires.)

Monies used for travel to sites, which are educational and relate to the service-learning project. (Taking students to the Red Cross museum when doing a Service-Learning project for flood victims to assist the Red Cross). Field trips unrelated to service-learning or being used as celebration rewards are not reimbursable.

Revised 8/13/2003

Match Item Explanation

(See a more detailed description of generating and calculating match in the guidelines.)

Coordinator Hours

Any time a coordinator spends on service-learning that is not paid by the district as part of assigned duties or paid by the grant.

A coordinator should record all time spent on the grant. A coordinator, if paid, should understand the number of hours expected for the amount of pay. If additional hours are worked, these may be recorded as match.

Support Staff Hours

Any time support staff works on Service-Learning that would not be part of the regular assigned duties.

Support staff should record all time spent on the grant. Support staff, if paid, should understand the number of work hours expected and compensation. If additional hours are worked, these may be recorded as match.

Teacher Hours Spent on Service-Learning

Any time spent on Service-Learning in or out of classroom time.

Volunteer Hours

Any time spent by volunteers assisting with projects.

Donated Supplies or Materials

Any items donated to projects or the Service-learning program

Transportation to SL Activities

When a district or other source provides transportation to Service-Learning projects or activities and does not charge the grant for this service

Any mileage not reimbursed to a coordinator or teacher for attending a Service-Learning activity

Copies, Office, Etc

Room or office expenses provided for a Service-learning coordinator or teachers and not charged to the grant.

MISSOURI SERVICE-LEARNING

FORMS

(Submitted to DESE)

WORKSHEETS

(To assist you in planning; Need not submit)

REPORTS

(To be submitted to DESE)

2003-2004

(Compiled 7-1-03)



Service-Learning Spending Verification and Match Form

This form must be submitted on appointed dates regardless of spending. All reimbursement is based on this form. Incorrect forms will be returned.

Complete the Total Grant Award Per Approved Budget (A) and the Total Spending of Grant Monies for the Year (B) based on previous reports.

Complete the Total Funds Unspent by subtracting the Total Spending of Monies for the Year from The Total Grant Award ($C=A-B$).

Complete the Match Approved (D) which should equal 100% of your grant award (A). Complete the Match Generated (E, F, and G) columns based on previous reports ($E=F+G$).

Note: All information recorded below should agree with amounts given on the final spending and match reports submitted.

School District: _____ Academic Year: 2003-2004

A. Total Grant Award per Approved Budget	B. Total Spending of Grant Monies for the Year	C. Total Grant Monies Remaining Unspent	D. Total Minimum Match to be Generated per Approved Budget	E. Total Actual Match Generated	F. Total Match in District Monies (Must be at least 10% of approved Grant Total)	G. Total Match in Non- District Monies
\$	\$	\$	\$	\$	\$	\$

Person Completing This Report: _____ Date: _____

Summer Phone: _____ Work Phone: _____

Signature of Superintendent: _____ Date: _____

Department Use Only:

Approved by: _____

Date: _____

Missouri Department of Elementary and Secondary Education

Missouri Service-Learning

PO Box 480 Jefferson City, MO 65102

p (573) 526-5395

f (573) 526-4261

8/13/2003

Service-Learning Grant Budget and Amendment Form

Complete the budget below. Please round all figures to the nearest dollar. For the initial proposed budget, use the budget and match worksheets to assist you.

School District _____
 County-District Code: 03-_____-SL
 Street Address: _____
 City, Zip: _____
 Grant Coordinator Name: _____
 Phone: (_____) _____
 Fax: (_____) _____
 E-mail: _____

Check One:

☐ Proposed Budget

☐ Amendment

Date of Submission

____ - ____ - ____

Match must equal 100% of the Grant Monies Requested. **10% of the match must be district monies.**

Category	Grant Monies Requested	Match Category	Non-District Match	District Match
Substitute Salaries and Benefits	\$	Coordinator Hours (not charged to grant)	\$	\$
Coordinator Salaries and Benefits (District Coordinator Grants only)	\$	Support Staff Hours (not charged to grant)	\$	\$
Support Staff Salaries and Benefits	\$	Teacher Hours spent on Service-Learning Projects	\$	\$
Coordinator Stipend	\$	Volunteer Hours	\$	\$
Support Staff/Teacher Stipend	\$	Donated Supplies or Materials	\$	\$
Training And Travel	\$	Transportation to SL Activities (not charged to grant)	\$	\$
Project Expenses	\$	Copies, Office	\$	\$
Promotional Costs	\$	Other	\$	\$
Other (Describe)	\$		\$	\$
	\$	Total	\$	\$
Total A	\$	Total B District and Non-District Match \$ <i>Must be equal to or greater than Total A</i>		
Total Project A+B	\$			

Person Completing This Report: _____ Phone: _____
 Signature of Authorized Official: _____ Date: _____
 DESE Approval By: _____ Date: _____

How to Complete the Budget Worksheets

Budget worksheets are provided to assist you in planning your proposed budget. They need not be submitted with the grant.

The budget worksheets are designed to help you in budgeting your state requested monies

Check the list of required and optional components for the year grant and type of grant for which you are writing.

Each sheet indicates if the component is **Required** or **Optional**. You do not have to budget any monies for optional components.

The dollar sign (\$) in each column indicates where monies will be spent for each component.

If no monies are needed for an item, put an NA next to the dollar sign, so the readers will know you have not accidentally missed the component, but rather that you purposely did not budget for it. (Example: salaries for a sub are not needed because the person attending a meeting is not a classroom teacher and does not need a substitute.)

Each component contains a description and the items you should take into consideration when budgeting for the component.

After completing the budget worksheets, add each column vertically. Your vertical totals (budget line items) should be transferred to the sheet entitled “*Service-Learning Proposed Budget.*”

Service-Learning Budget Worksheets

This worksheet is designed to assist you in planning your budget. Transfer numbers from these pages onto the Proposed Budget Page. Please submit these pages as part of your grant application.

Component	Substitute Salaries and Benefits	Training and Travel	Promotional Costs	Other Budget Line Items	Notes
Required Components					
1. New Grant Site Training and State Conference. <i>(First year schools will attend the Training at the Conference.)</i> New Grantees should bring a team of three: administrator, coordinator, and teacher. All coordinators are required to attend the State Conference. Suggested attendance by administrator and teachers also. Schools should bring 3-5 students to the conference. Held on consecutive days in October. To be held at the Lake in 2002.					
Registration fee for team. (Estimate \$100 per person)		\$			
Substitute teachers. Rate per day:_____. Number of subs needed _____.	\$				
Travel to and from conference		\$			
Evening meals		\$			
Lodging costs		\$			
Presentation costs			\$		
Conference T-Shirts			\$		
2. Coordinators' Meetings. <i>(Required by all new and continuation sites.)</i> Three per year: 1)Part of the state conference, 2) Includes a site visit, and 3) Grant meeting in Jefferson City. Lunch provided. Meetings generally begin at 10:00 and end by 3:00.					
Substitute teachers. Rate per day:_____. Number of subs needed _____.	\$				
Travel to and from meetings.		\$			

Component	Substitute Salaries and Benefits	Training and Travel	Promotional Costs	Other budget Line Items		
Required Components						
3. Visit to Mentor/Mentee or Partner School. (<i>Mentor Sites</i>) Each new district is assigned a mentor school to work with during their first year. The mentor coordinator will visit the mentee school for a site visit and grant discussion. One day visit. When possible, matches will be made based on proximity.						
Substitute teachers. Rate per day: _____. Number of subs needed _____.	\$					
Travel		\$				
Meals		\$				
Presentation Materials			\$			
4. Service-Learning Projects. (<i>All Schools</i>) Consider all costs directly related to Service-Learning Projects including transportation, purchased services, supplies and materials, etc.						
				\$		
5. Work with Private/Parochial Site. (<i>For all districts that have completed their first year of the grant</i>) . Consider monies needed to work in partnership with private or parochial schools provided training or share Service-Learning projects with their students. This "adopt a school" replaces the previous requirement of presentations or exhibits.						
Training Supplies		\$				
Substitute teachers. Rate per day _\$_____. Number of subs needed _____.	\$					
Travel to and from site		\$				
6. On-Site Staff Professional Development. (<i>For all new grantees.</i>) A Service-Learning Exchange Mentor will be provided at a fee of \$75.00 an hour to provide SL 101 training with your staff.						
Consultant Fee						

Component	Substitute Salaries and Benefits	Training and Travel	Promotional Costs	Other Budget line Items		
Optional Components						
1. Missouri Service Day. A day to celebrate service for SL students. Attend workshops, visit legislators. Held in Jefferson City. No registration fee; lunch included.						
Travel for coordinator, parents, and transportation for students. (bus rental if necessary)		\$				
Substitute teachers. Rate per day:_____. Number of subs needed _____.	\$					
Service Day T-Shirts			\$			
2. Attending Regional Celebration/Conference.						
Transportation		\$				
Substitute teachers. Rate per day:_____. Number of subs needed _____.	\$					
Meals		\$				
3. Attending National Conference. 3-4 day event out of state. 2-3 students and coordinator/ teachers from sites usually attend . All grantees should budget for one coordinator. Scholarships are used to assist with additional expenses.						
Transportation (consider air fare, transport to and from home/airport, transport to and from hotel/airport airport parking, travel at conference)		\$				
Substitute teachers. Rate per day:_____. Number of subs needed _____.	\$					
Meals		\$				
Hotel Accommodations		\$				

Component	Substitute Salaries and Benefits	Training and Travel	Promotional Costs	Other Budget Line Items	Notes	
Optional Components						
4. Promotional Costs. (All Schools) Consider the costs of items which promote Service-Learning or relate to the effective functioning of your program, but are not tied to a particular curriculum and Service-Learning Project. (Items such as T-shirts, folders, posters should be budgeted here.)						
			\$			
5. Youth Training. Participation in a Youth Leadership Training Program. Training may be decided by the school district with the approval of the Service-Learning State Supervisor. It is advisable that a number of students attend and share with other students upon return to the school. It is acceptable for a group of teachers to attend and work with students upon return. Consider registration fees, transportation costs and meals.						
		\$				
6. Coordinator Stipend. Amount to be determined by district.						
				\$		
7. Support Staff/Teacher Stipend. Amount to be determined by district.						
				\$		
8. Coordinator Salary and Benefits (For District Coordinators Grants Only) Amount to be determined by district.						
				\$		
9. Support Staff Salary and Benefits (For District Coordinators Grants Only) Amount to be determined by district.						
				\$		
10. Other						

Service-Learning Spending Verification Worksheet

Use this sheet at your convenience to track spending throughout the year



School District: _____

Academic Year: 2003-2004

For the months of: _____

Category	Grant Monies Spent this Reporting Period	Grant Monies Previously Reported	Grant Monies spent Year to Date	Total Grant Award per approved budget page	Total Grant monies Remaining	Description of Spending Please Itemize Use additional pages if needed	Name of Teacher, Title of SL Project or Event that Incurred Expense, or "Coordinator"
	A	B	A+B=C	D	D-C		
Substitute Salaries and Benefits	\$						
Coordinator Salaries and Benefits	\$						
Support Staff Salaries and Benefits	\$						
Coordinator Stipend	\$						
Staff/Teacher Stipend	\$						
Training and Travel	\$						
Project Expenses	\$						
Promotional	\$						
Other	\$						
Totals	\$						

Person Completing This Report: _____ Phone: _____ Fax: _____ Date: _____



Service-Learning Generated Match Worksheet

Use this sheet at your convenience to track spending throughout the year

Please indicate the **source** of match monies: district paid or non- district match from an outside source. 10 % of the final total match must be from district
Indicate a dollar amount for match in the categories from which it was generated. Then give a short description of how it was generated.

School District _____

Academic Year: 2003-2004

For the month(s) of: _____

Category	Non District Match Monies Generated this Period	District Match Monies Generated this Period	Match Previously Reported	Match Accumulated Year to Date	Total Match Per Approved Budget Page	Match Still to Generate	Name of Teacher, Title of SL Project or Event that Generated Match
	A	B	C	A+B+C=D	E	E-D	
Coordinator Hours (not paid by grant)	\$						
Support Staff Hours (not paid by grant)	\$						
Teacher Hours	\$						
Volunteer Hours	\$						
Supplies or Materials	\$						
Copies, Office	\$						
Transportation	\$						
Other	\$						
Totals	\$						

Person Completing This Report: _____ Phone: _____ Fax: _____ Date: _____

Documentation of Match Worksheet

Match may be generated in any amount from any category. The total match generated at the end of the grant period must equal 100% of the grant award. In order to ensure that districts are willing to invest in this program, the district shall generate at least 10% of the match in “district monies” which will be considered monies paid to or for the Service-Learning program by the district. District monies could be salaries, project monies, monies for buses, subs, etc. The other 90% of the match can be generated in teacher or volunteer hours, supplies donated by outside sources, etc. A district can generate more, but not less than the total amount based on this percentage.

Please give a **narrative description** of how match for the grant will be generated in the following categories. Then enter the amount of generated match for the item. (For more detail on match, see *Explanation for Generating Match* in the guidelines.) For each item, indicate the amount of non-district dollars in the first blank (90%), and district dollars in the second blank (at least 10%). Transfer these figures to the Proposed Budget Page.

Minimum Total Match to be Generated \$ _____ **10% of this amount** \$ _____

Coordinator, Support Staff, Salaries and Benefits or Stipends: ND\$ _____ D\$ _____
Describe hours dedicated to Service-Learning over and above those paid by salaries or stipends from the grant. Who will receive these monies?

Teacher Hours: ND\$ _____ D\$ _____
Describe any time in or out of classroom spent on Service-Learning. Multiply the time by the average district salary. How many teachers? What is the salary?

Volunteer Hours: ND\$ _____ D\$ _____
Describe any time parents or adult volunteers will spend assisting in Service-Learning. Multiply the hours by the volunteer rate. Current volunteer rate is \$15.39. How many volunteers?

Donated Supplies or Materials: ND\$ _____ D\$ _____
Describe any materials or supplies not purchased by the grant and their estimated worth.

Copies, Office: ND\$ _____ D\$ _____
Describe any office expenses not paid by the grant and their worth

Transportation: ND\$ _____ D\$ _____
Describe any transportation to Service-Learning activities not paid for or reimbursed through the grant and their estimated worth.

Other (please itemize): ND\$ _____ D\$ _____

Total ND\$ _____ D\$ _____



Service-Learning Year-End Report

	Give numbers based on total district participation for this school year.	Total Based on This School Year
1	Number of Buildings that participated	
2	Number of SL Projects	
3	Number of Students Participating (Performed service versus received service)	
4	Number of Teachers Implementing Projects	
5	Number of Adult Volunteers (age 18 or over) Assisting with Projects	
6	Number of total hours of service-learning completed by students providing the service.	
7	Estimate the total value of all projects completed this year based on savings to the community.	

8. List each performance measure goal using the sheets submitted with your grant. Tell if targets were met. What short-term outcomes were met? What progress was made toward long-term outcomes? (Limit one page).
9. Describe challenges, issues/problems (resolved and unresolved), or obstacles to achieving program goals. (Bullet)
10. Other than those listed in your performance measures, describe any other primary accomplishments, unique successes, or project milestones from this year. (Bullet)
11. List Service-Learning events in which you participated this year. For example, conferences, events held on site which involved the community or those outside your community, etc. (Attach newspaper clippings. and pictures). (Bullet)
12. If different than information already given, report on the data that has been collected this year to show that Service-Learning has made a difference in academic achievement. What data collection method was used?
13. Describe one Service-Learning project that took place this year in each building listed on the grant application. Use the Project Report format attached. If more than one project took place in a building, please describe the most effective or unique project.

Submit to:

Missouri Department of Elementary and Secondary Education, Missouri Service-Learning
 Karen L. Distler, Supervisor PO Box 480 Jefferson City, MO 65102p (573) 526-5395 f (573)
 526-4261kwhite3@mail.dese.state.mo.us

Last updated 8/13/03

Service-Learning Project Description Form
Part of the Year End Report



Name of District: _____ Academic Year: _____

Name of Building: _____

Teacher(s) Name(s): _____

Teacher Phone: _____

Number of Students Participating (Service Providers versus Recipients): _____

Grades of Students: _____

Number of Adult Volunteers that assisted with project: _____

Project Name: _____

Short description of Project (2-3 sentences):

Give three index words that identify the project (environment, plants, greenhouse):

Content area(s) to which project was linked: _____

Title of the Lesson or Unit in which SL was used: _____

Learning objectives of the project: _____

Show-Me Standards Met -*Performance* Goal Number and Standard (Example: Goal 1.1)

Show Me Standards Met - *Content* Goal Number and Standard (Example: Science 8)

Estimated Value of the Project/Savings to the Community: \$ _____

For DESE purposes, you may stop here.

If you wish to submit this lesson to Success Lin(www.successlink.org), the following is needed:

Materials or equipment needed

Amount of time needed for project (hrs, wks, etc.)

Steps a teacher takes to implement this project (may attach lesson plans or process description)

Assessment tools used for the project.

Revised 8/13/2003